

JOB DESCRIPTION

Job Title:	TECHNICIAN DEMONSTRATOR IN HEALTH AND SOCIAL SCIENCES
Responsible to:	Head of Health and Social Sciences
Responsible for:	Delivery of vocational and practical skills in HealthCare and Social Sciences
Functional Liaison with:	Course directors/teams Faculty Staff Other technicians
Main Purpose:	Delivery of skills and provision of Technician support to a designated area. Caseloads will range from 600 to 1200 hours demonstration per annum, dependent upon the scale of required technician tasks.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Developing the vocational and practical skills of learners in a group.
- Delivering provided schemes of work, activities and assessments.
- Assessing and recording the skills of learners, as laid down by accrediting bodies.
- Recording and reporting on learner progress.
- Ensuring physical resources are correctly maintained.
- Recording and maintaining agreed stock levels.
- Temporarily substituting for other staff as required [an additional payment will be made at the appropriate rate of difference if a higher scale post is substituted].

Technician Duties

- Order, co-ordinate and organise the resources centred within the School's Laboratories, as well as in classrooms. Ensure all equipment is safely stored and all areas are tidy throughout and at the end of each day.
- Give technical support to staff during lecturing time throughout the School.
- Undertake regular routine maintenance (as instructed by line manager). Ensure any defects are reported to line manager across all tools and equipment. Ensure records are maintained on all routine inspections for equipment compliance.
- Organise displays and demonstrations as required within the curriculum and Faculty needs.
- Participate in Risk Assessments as part of the College Health and Safety policy.
- Help maintain related IT systems within the School.
- Give technical and practical support in all laboratory areas.

General Duties

- Attending open events, exhibitions, consultations and progression events as needed.
- Being a full member of programme delivery teams, attending meetings as required.
- Adhere to the Risk Management Policy and notify your line manager of any identified risk.
- Be responsible for own health and safety at work and comply with the College's health and safety policy at all times.
- Undertake any other duties as directed by the Principal or by delegated authority.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	<ul style="list-style-type: none"> Level 3 qualification, or above, relevant to the area. 	<ul style="list-style-type: none"> Possession of, or the ability to achieve within the first year of appointment, PTTLs or equivalent qualification. A relevant qualification in Teaching, Training and Learner Development would be an advantage. 	I, A,
Knowledge and Skills	<ul style="list-style-type: none"> The ability to organise own workload Good numeracy, literacy, and IT skills The ability to relate to young people and provide clear instruction, advice and support to individuals and groups. 		A, I, P
Experience	<ul style="list-style-type: none"> Proven track record of achievement in the vocational area. 	<ul style="list-style-type: none"> Experience of administrative practices and procedures Experience in Teaching, Training and Learner Development would be an advantage. 	A, I,
Personal Qualities	<ul style="list-style-type: none"> The ability to work as a member of a team Good interpersonal skills Good organisation skills The ability to work with minimum supervision but to recognise when help is required and ask for it. 		A, I,
Training	<ul style="list-style-type: none"> Willingness to attend, undertake any training or development as, or when appropriate. 		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. New appointments to the College are subject to a twelve-month probationary period.
2. Contributory pension: Local Government Pension Scheme through Suffolk County Council
3. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
4. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.